



DATE: June 18, 2021

TO: The Honorable Mayor and  
Members of the Town Commission

FROM: J.C. Jimenez   
Town Manager

RE: Letter to Commission – June 18, 2021

**Special Commission Meeting on July 6, 2021**

Please be advised that we will be having a special commission meeting on Tuesday, July 6<sup>th</sup> at 6:00 pm. There are several business items on the agenda that allow us to continue moving forward during the summer hiatus.

**ADA Restrooms at the Preserve**

In order for staff to complete this project an easement agreement with the Broward County School Board needs to be approved at the special commission meeting.

**Meeting with the Developers for the 6-Acre Site on Hallandale Beach Boulevard**

Today we met with the developers of the 6-acre site on Hallandale Beach Boulevard regarding some of the specifics of their project. They are advised that they are ready to submit plans for DRC review.

**Public Services Director Interviews**

This week HR Director Menegazzo and I interviewed the top 5 candidates for the Public Services Director position. We further narrowed the list down to 3 and submitted them to the commission (please see the email from HR dated Thursday, June 10). HR will be reaching out to each of you to schedule these interviews.

**Remodeling of the new Building Department and Town Hall Lobby**

The lobby renovation is nearing completion. There currently is one pending change order to retrofit the air conditioning duct work in the hallway leading to the back parking lot. It is on the agenda for the special commission meeting tentatively scheduled for July 6.

**Departmental Updates**

**Police Department**

Interim Chief Howard and Joy Brown continued working on several grants this week. If awarded, these grants would provide the town with a tremendous savings in the start up costs.

## Public Works

### *Carolina Pumps Oil to Water Lube Conversion*

The completion of the Pump No. 2 overhaul is pending the receipt of a special motor spring assembly.

### *CDBG 45<sup>th</sup> Year Grant – ADA Restrooms*

The project is on hold until the commission meets to approve the agreement with Broward County Schools which would allow us to connect the new restroom to their sewer system. This item is scheduled for the special commission meeting on July 6.

### *Town Hall Hardening Project*

The contract with Keith and Associates to prepare the construction documents for the Town Hall Hardening and Police Department will be presented to the commission at the special meeting on July 6.

### *Lift Station 15*

This project has been advertised and all bids are due on June 24 pending the inclusion of the electrical drawings in the solicitation package. This item needs to be approved by the Commission at the special meeting on July 6.

### *Hallandale Beach Boulevard Median Improvements*

The crew continues to lay sod and repair the irrigations system in the median.

## Finance Department

Staff is finalizing the details of the loan and will present a recommendation to the commission at the special commission meeting on July 6. Finance staff continued working on the implementation of the new financial software.

## Human Resources

This week, HR conducted interviews for the new network administrator position and is working with commissioners to schedule interviews for the Public Works Director position. Additionally, HR staff is reviewing all the applications for police officer.

## Town Clerk

This week, the Town Clerk's Office worked on the summer edition of the newsletter. Staff is also preparing the agenda for the special commission meeting on July 6.

## Town Planner

Staff received the development application for the 6-acre site on Hallandale Beach Boulevard and a variance request for a "billboard".

Additionally, Staff completed the following:

- Zoning Building Permit Reviews: 11
- Zoning Inquiries (email/phone): 12
- Zoning Inspections: 2
- BTR Reviews: 1

## Goals for next week

- Work with the Finance Director to prepare next year's budget.